

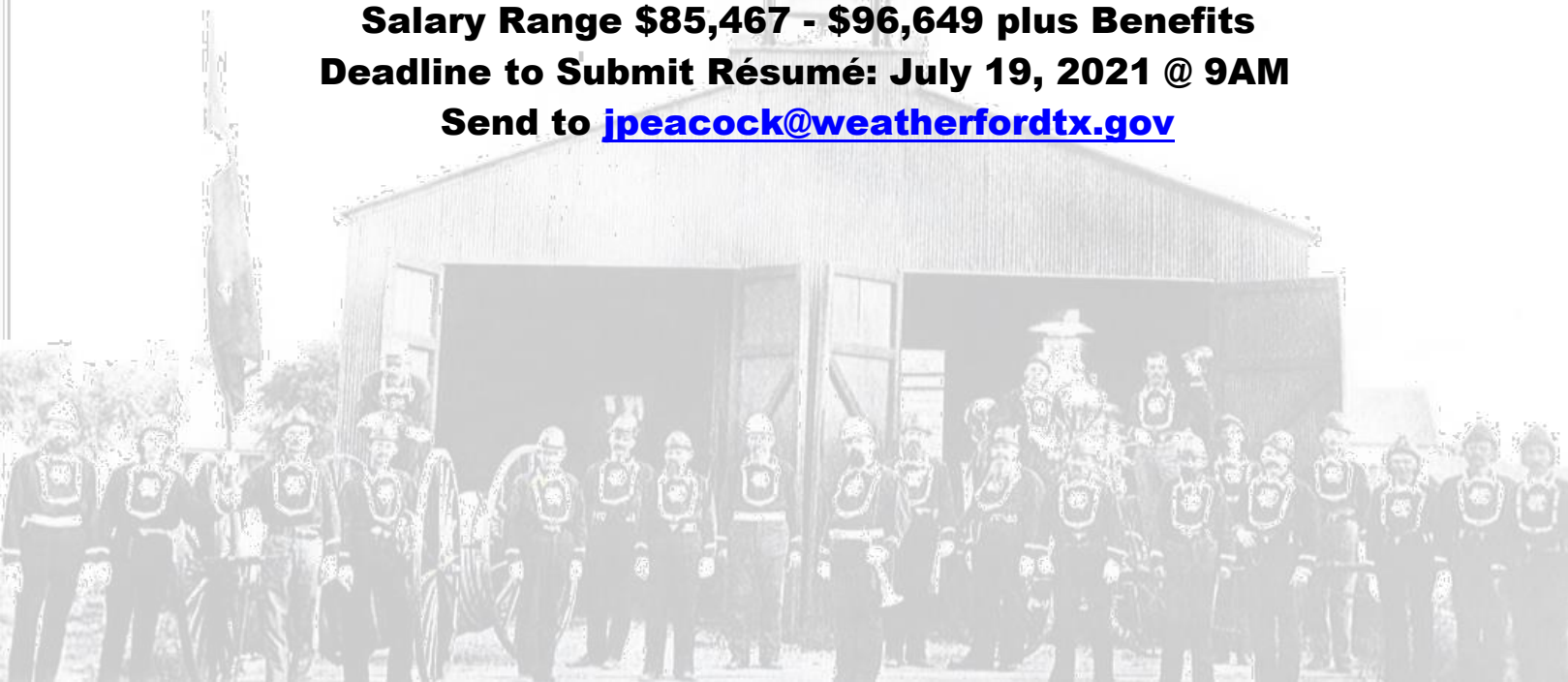


## Fire Marshal Selection

**Salary Range \$85,467 - \$96,649 plus Benefits**

**Deadline to Submit Résumé: July 19, 2021 @ 9AM**

**Send to [jpeacock@weatherfordtx.gov](mailto:jpeacock@weatherfordtx.gov)**



## **CITY OF WEATHERFORD, TEXAS JOB DESCRIPTION**

**Position Title:** FIRE MARSHAL / DIVISION CHIEF  
**Division/Department:** PREVENTION/FIRE  
**Immediate Supervisor:** FIRE CHIEF  
**FLSA:** NON-EXEMPT  
**Work Site:** MUNICIPAL BUILDING AND FIELD  
**Schedule:** 40 HOUR WORK WEEK – SUBJECT TO NIGHTS,  
HOLIDAYS AND WEEKENDS  
**Positions Supervised:** DEPUTY FIRE MARSHAL AND OTHER MEMBERS ASSIGNED TO FIRE  
PREVENTION.

### **DISTINGUISHING FEATURES OF THE CLASS**

The fundamental reason this classification exists is to manage the department's fire Prevention Division. In addition to managing fire prevention programs and personnel, this position is required to conduct general inspections, new construction inspections, plans review, and other duties related to fire prevention codes, ordinances, regulations, or standards. The Fire Marshal is also required to conduct on-the-scene fire investigations to determine the origin and cause of fires, make necessary arrests, and prepare arson case materials for successful criminal prosecutions. A member in this position often works independently in the field and is responsible for decision-making requiring discretion, judgment, and familiarity with laws, codes, ordinances, regulations, and standards. This position is appointed by the Fire Chief and supervises the Deputy Fire Marshal and all other members assigned to Prevention.

### **ESSENTIAL FUNCTIONS**

1. Oversees and supervises the daily functions and activities of the Fire Prevention Division.
2. Identifies criminal activities related to fire cause and/or arson, preserves evidence, works to apprehend suspects, and testifies in court; ensures proper management of investigations of fire causes and origins, arson case development and criminal prosecution.
3. Responds to emergency and non-emergency calls for service; makes recommendations for ways to improve department readiness and response.
4. Resolves a variety of situations characterized by conflict or danger.
5. Ensures control, use and transportation of hazardous materials to minimize potential emergencies through direction of response and inspection programs; assures necessary safety equipment is acquired, tested, and employed.
6. Conducts risk analysis with available data and identifies information trends, target risks, gathers community input, and available resources, so that a risk profile and management solutions are developed.
7. Critiques calls for ways to improve services and responses; conducts research for documents, compiles data for computer entry, and/or enters or oversees data entry.
8. Identifies and prioritizes professional development needs within the division given jurisdictional requirements so that professional development requirements are established.
9. Reviews existing City ordinances and codes and recommends and develops ordinances to improve the provision of fire and life safety for all structures in the City.



10. Interprets and explains City and department policies and procedures to the public and department members.
11. Performs technology and software support duties to include fire incident state reporting, key secure program, records management, and associated coordination tasks.
12. Reviews plans for all buildings in the City of Weatherford for automatic fire suppression systems and fire alarm systems; coordinates with City staff regarding plan review for development of site plans; attends Development Review Committee meetings as scheduled or required.
13. Provides technical guidance and code interpretation to developers, planners, architects, engineers, contractors, citizens, and other private industry personnel.
14. Conducts initial and ongoing inspections and investigations to enforce the Fire Safety Codes or investigate possible criminal activity; issues building permits related to fire and life safety issues.
15. Tracks and monitors plan review status submitted to the Fire Department.
16. Recruits, trains, tests, assigns, evaluates, and motivates subordinate staff; evaluates program/work objectives and effectiveness, and realigns work and staffing assignments as needed; schedules staff and allocates apparatus to provide the highest level of service from the Fire Prevention Division.
17. Establishes a budget, given the available resources, to facilitate the implementation of Fire Prevention Division goals and objectives; responsible for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects, or small organizational units).
18. Establishes an organizational structure to include both existing and future staff positions; establishes roles and responsibilities within the Fire Prevention Division that are consistent with the overall organizational structure; maintains relationships and functions that meet the needs of stakeholders.
19. Participates in policy development and implementation; provides input and recommends changes to existing policy as necessary.
20. Completes assigned special projects in area of expertise or as assigned; administers all activities that are handled at the division level.
21. Responds to requests and inquiries from the general public, other department personnel and other City departments.
22. Coordinates with senior staff to provide coverage during non-business hours.
23. Completes administrative duties such as reviewing records and reports of all incident responses or investigations as necessary, maintaining and analyzing data, records, and documentation of all activities for assigned division, and approving recurring documentation such as timesheets and monthly reports.
24. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
25. Regular and timely attendance are required for this position.
26. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work.

## **SKILLS, KNOWLEDGE, AND ABILITIES**

- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to apply fundamental concepts of theories, work with advanced mathematical operation methods, and functions of real and complex variables.
- Ability to write editorials, journals, speeches, manuals, or critiques.

- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Ability to consolidate information and data from a variety of sources for short and long-term planning purposes and forecast staffing, capital, and budgetary needs to support the roles and responsibilities of the Fire Prevention Division.
- Requires participatory management skills that support team efforts and quality process when interacting with others outside the City.
- Works in emergency conditions as required that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries/death and inclement weather.
- Knowledge of fire suppression, prevention, rescue and response methods, procedures and techniques including City, State, and Federal International Fire Codes.
- Ability to communicate both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain working relationships with employees and management.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.
- Must have good physical condition and the ability to perform job functions.
- Must be able to utilize fire investigation tools and electronics, firearms and other fire prevention, inspection, or investigation equipment.
- Must be able to wear all assigned safety equipment and perform related duties effectively and efficiently.
- Must possess good vision and hearing and be able to distinguish colors and odors.
- Must be able to operate a variety of equipment including telephone, PC, copy machine, and calculator; tolerate environments that may include possible dangerous situations.
- Must attend and complete all assigned law enforcement training and firearms qualification assigned by the Weatherford Police Department.

This position works in conditions that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries/death and inclement weather. Must be able to frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other equipment as required.

## **EXPERIENCE REQUIREMENTS**

Minimum of eight years' experience with a fire department and or five years' experience with a Fire Marshal's office at the local, County, or State level. Or an equivalent combination of education, training and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

## **EDUCATION REQUIREMENTS**

- High school diploma; **and**
- Successful completion of 60 semester hours from an accredited college or university with an emphasis in public administration, fire science or related field; **or**
- Bachelor's degree from an accredited college or university with major coursework in public administration, fire science or related field. **or**
- Equivalent job experience in fire prevention, code enforcement, public education.

## **MINIMUM CERTIFICATION REQUIREMENTS**

- Valid Texas Class B Driver's License.
- Texas Commission on Fire Protection Certifications.
  - Advanced Structural Firefighter.
  - Advanced Fire Inspector or higher.
  - Advanced Arson Investigator or higher.
  - Fire Instructor II or higher.
  - Fire Officer II (Must obtain Fire Officer III within first year of appointment).
  - Plan Examiner I
- Texas Commission on Law Enforcement Certifications.
  - Advanced Peace Officer
- Texas Department of State Health Services.
  - Emergency Medical Technician – Basic
- National Incident Management System Certifications.
  - NIMS 100, 200, 300, 400, 700 and 800

Position requires applicant to pass a criminal and credit background check, polygraph, and psychological exam, and have a valid driver's license with an acceptable driving record as defined by City policy.

Due to Criminal Justice Information Security (CJIS) requirements, the candidate must never have been convicted, put on court-ordered community supervision, or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order. Class A Misdemeanor Conviction, Deferred Adjudication or Felony Conviction are permanent disqualifiers.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

## **SALARY AND BENEFITS:**

The current base salary range for Fire Marshal is \$85,467 to \$96,649. Additionally, the City of Weatherford offers the following:

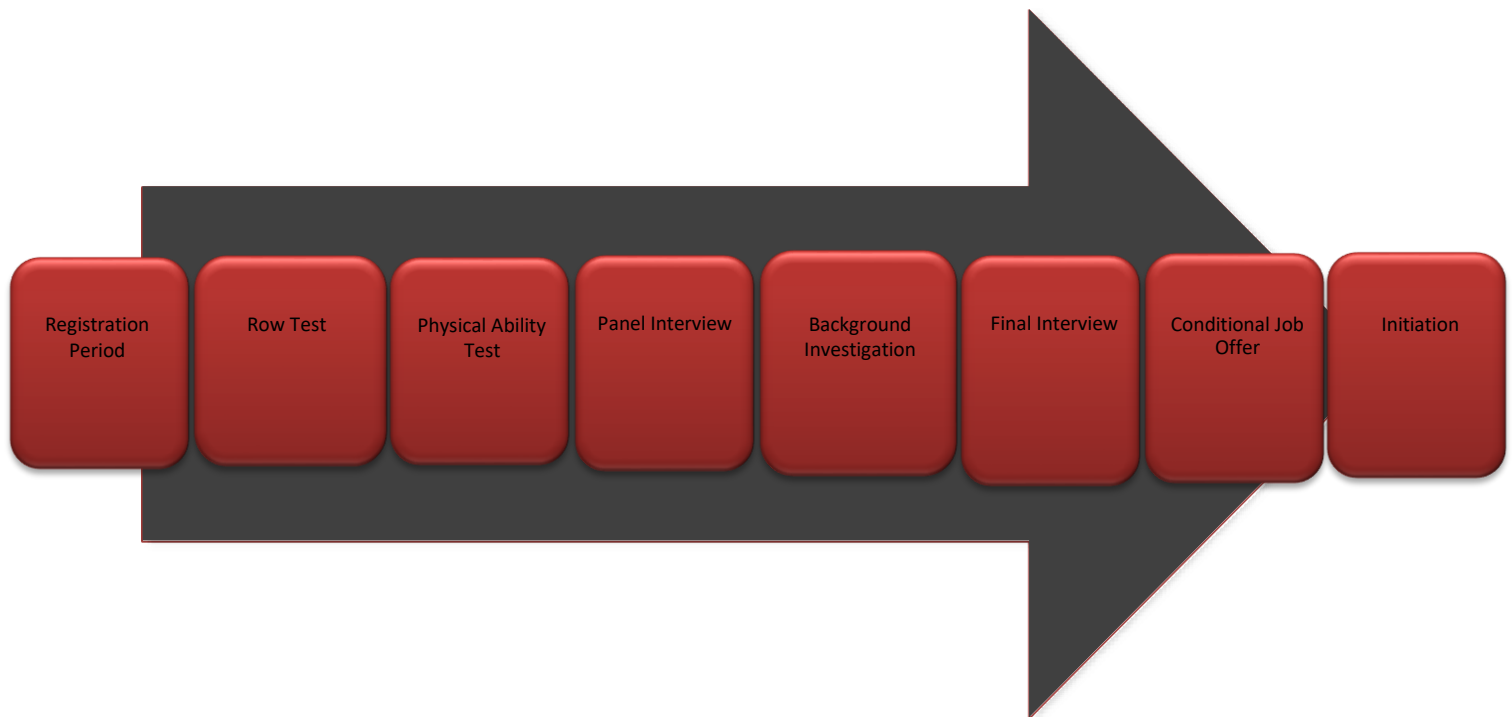
- **Certification Pay**
  - Paramedic \$150/month
  - TCFP Intermediate FF \$50/month
  - TCFP Advanced FF \$75/month
  - TCFP Master FF \$100/month
- On Call Pay
- Longevity Pay (\$4/month after 1<sup>st</sup> year)
- Medical, Dental and Vision Insurance
- Retirement Plan (TMRS 2:1 match)
- Flexible Spending Account
- Deferred Compensation 457k
- Paid Time Off

## MEDICAL AND PHYSICAL REQUIREMENTS:

To be eligible for employment as the Fire Marshal, you must meet the medical requirements of the current edition of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments. The table below identifies some of the applicable conditions that might interfere with one's ability to safely perform essential job functions.

<b>General</b>	<ol style="list-style-type: none"><li>1) Any condition preventing use of firefighter protective clothing and SCBA.</li><li>2) Active tuberculosis or other air-transmissible infectious disease.</li><li>3) Any disease or injury that causes or may cause syncope or altered level of consciousness.</li></ol>
<b>Eyes &amp; Vision</b>	<ol style="list-style-type: none"><li>1) Far visual acuity less than 20/40, corrected with contact lenses or glass; or far visual acuity less than 20/100 uncorrected.</li><li>2) Color perception – monochromatic vision resulting in inability to use imaging devices such as thermal imaging cameras.</li><li>3) Any eye condition that results in the candidate not being able to safely perform one or more of the essential job functions.</li></ol>
<b>Ears &amp; Hearing</b>	<ol style="list-style-type: none"><li>1) Chronic vertigo or impaired balance.</li><li>2) Hearing loss in the unaided better ear greater than 40 dB at 500 Hz, 1000 Hz, 2000 Hz and 3000 Hz.</li><li>3) Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential job functions.</li></ol>
<b>Heart</b>	<ol style="list-style-type: none"><li>1) Coronary artery disease, including history or myocardial infarction, angina pectoris, coronary artery bypass surgery, coronary angioplasty, and similar procedures.</li><li>2) Cardiomyopathy or congestive heart failure, including signs or symptoms of compromised left or right ventricular function, including dyspnea, S3 gallop, peripheral edema, enlarged ventricle, abnormal ejection fraction, and/or inability to increase cardiac output with exercise.</li><li>3) Any cardiac condition that results in the candidate not being able to safely perform one or more of the essential job functions.</li></ol>
<b>Spine &amp; Axial Skeleton</b>	<ol style="list-style-type: none"><li>1) Scoliosis of thoracic or lumbar spine with angle greater than or equal to 40 degrees.</li><li>2) History of spinal surgery involving fusion of two or more vertebrae, or rods that are still in place.</li><li>3) Any spinal or skeletal condition that results in the candidate not being able to safely perform one or more of the essential job functions.</li></ol>
<b>Neurological Disorders</b>	<ol style="list-style-type: none"><li>1) All epileptic conditions including simple partial, complex partial, generalized, and psychomotor seizure disorders – a candidate with epileptic conditions shall have had complete control during the previous 5 years.</li><li>2) Hemi-paralysis or paralysis of a limb.</li><li>3) Any neurological condition that results in the candidate not being able to safely perform one or more of the essential job functions.</li></ol>

## SELECTION PROCESS OVERVIEW:



### REGISTRATION PERIOD

The selection process begins with a registration period. Interested candidates who currently meet the minimum requirements must submit a résumé to serve as their “registration.” Additionally, applicants should review the criminal history, motor vehicle review, and medical/physical requirement to ensure that they qualify as an eligible candidate for employment.

- The registration period closes at 4pm on July 19, 2021.
- Candidate must submit a résumé to [jpeacock@weatherfordtx.gov](mailto:jpeacock@weatherfordtx.gov) to register for the exam.
- Candidates approved to take the row test and physical ability test will be notified by email and by phone.

### ROW TEST

Qualifying candidates will participate in a rowing fitness test. The Weatherford Fire Department utilizes the Texas Department of Public Safety’s Concept2 evaluation guidelines. Please review the links below for additional information and preparation assistance:

<https://www.dps.texas.gov/ETR/concept2RwrTstngTrng.htm>  
<https://www.dps.texas.gov/ETR/concept2RowerCalc.htm>



## **PHYSICAL ABILITY TEST**

*APPLICANTS WITH PHYSICAL OR MEDICAL CONDITIONS OF ANY NATURE SHOULD:*

- 1. CONTACT THEIR PHYSICIAN PRIOR TO TAKING THE PHYSICAL ABILITY TEST TO DETERMINE IF IT IS ADVISABLE TO PARTICIPATE.*
- 2. WITHDRAW FROM THE PROCESS IF THEY HAVE ANY CONDITION OR LIMITATION THAT PREVENTS THEM FROM SAFELY PARTICIPATING.*

*The City of Weatherford, the Weatherford Fire Department, its agents, and employees do not assume any responsibility for the effect this test may have on an applicant's health or medical condition. Further, the City of Weatherford, the Weatherford Fire Department, its agents, and employees accept no responsibility or liability for any injury an applicant might sustain during the test. This test should be considered strenuous physical activity and as such carries a risk of injury.*

- The Physical Ability Test date to be determined. The times and location will be disclosed to eligible candidates following the row test.
- The physical ability test measures the capabilities of fire marshal candidates along multiple job-specific areas.
- Candidates who successfully complete the physical ability test will be contacted for a panel interview.

## **PANEL INTERVIEW**

The interview panel consists of members from various ranks within the Weatherford Fire Department, Weatherford Police Department, Department of Neighborhood Services and City staff. Each candidate interviewed will be asked fire prevention related questions and behavioral-based questions. Candidates should draw from recent work experiences and life experiences in their responses. Be yourself and be honest when communicating. The top scoring candidates from the panel interview will continue in the selection process to the background investigation.

## **BACKGROUND INVESTIGATION**

The City of Weatherford will conduct the background investigation. The City will conduct reference, criminal history, and driving record checks. See **CRIMINAL HISTORY AND MOTOR VEHICLE REVIEW REQUIREMENTS** listed above for more information.

## **FINAL INTERVIEW AND CONDITIONAL OFFER**

This final interview will determine which candidate(s) will be extended a conditional offer of employment. To meet the conditions of an employment offer, candidates must pass a drug/alcohol screening, receive an overall performance rating of "good" in the Texas Health Hugueuly Hospital's firefighter medical assessment and complete a psychological evaluation/polygraph.

## **INITIATION**

The initiation period will last for 12 months.